

**COMMUNITY SUMMER FAIR**

**13th JULY 2019**

**11.00am – 4.00pm**

**TERMS & CONDITIONS OF HIRE**

**CONTENT**

1. Application Information
2. Stalls
3. Banned products
4. Food Certificates/public liability insurance
5. Car Parking facilities for stall holders
6. Litter Management
7. Power Supply
8. Security
9. Damage to Centenary Park
10. First Aid & toilet facilities
11. Evacuation and communication protocol
12. Lost children
13. Lost/stolen property
14. Payments
15. How to get to Centenary Park
16. Complaints
17. Cancellation
18. Payment

**Venue**

Centenary Park (The Big Park) Piddinghoe Ave; Peacehaven’s biggest park; and prime location for large events.

1. **Application Information**

In order to hire a stall or pitch at the Fair you will need to complete an application form (available from the Information Office, or via e-mail: civicandmarketing@peacehaventowncouncil.gov.uk).

Without gaining approval from your completed application form, you will not be able to attend the fair as a stallholder. Our stalls administrator (Karen Bray) will need to know your personal details, such as your name, address, telephone number and email address, as well as your stall name. All details are entered on the Peacehaven Town Council Fair database once your application is processed. Your details are held in the upmost confidentiality, we may use these details to contact you for future events, but will not be used for a further marketing purposes; if you wish for your details not to be held please let us know.

You will need to supply copies of Public Liability insurance, risk assessment (where applicable) as well as food hygiene certificate (where applicable). **All food stalls must be registered with their local authority.**

1. **Stalls**

We **DO NOT** provide tables or gazeebos, you provide your own stall (6’) should the dimensions of your stall exceed the 4m or 8m with gazeebo/van then your stall hire cost may increase. We will need to know how much space you will need as we can only allocate the amount of space you enter on the booking form. If on your arrival the space you require is larger, your pitch may be moved and/or be charged according to the new dimensions. The Fair Events Team reserves the right to refuse your pitch allocation without refund under these circumstances. It is also important that you erect your stall securely and this will be inspected before the event opens.

**The positioning of the stalls will be determined by Peacehaven Town Council (PTC) in the Park and there will be no negotiation regarding this matter. The entrance for stall holders is via Piddinghoe Avenue.**

Each stall holder will be contacted within 5 days of the event with details of their stall number. **You will need this stall number and your receipt of payment when you arrive to the venue. You may not be accepted on site if you do not have this information.**

PTC cannot supply electricity, generators, or chairs, so please ensure that you bring what you need. Please note that stallholders will be invoiced for any damage to the area you have been allocated to.

**Food**

If you are a food stallholder, you must bring a wipeable surface, such as a PVC tablecloth, with you to cover the table surface and if you are cooking food in close proximity to the public you must provide appropriate barriers.

A no glass policy is operating throughout the event so please refrain from selling drinks in glass containers or bottles.

Please **provide a copy of your grade 2 food in catering certificate** when confirming your booking.

Based on the feedback received from last year’s attendees, the following conditions apply to All Food Stalls:

1. No meal should exceed £6

2. All meal portions should be fair and reasonable

**Late Arrivals**

Latecomers will not be allowed on site in vehicles after or before times stated. Stallholders may carry equipment on site manually if they arrive late but will not receive a refund if they choose not to attend.

Please respect other stall holder’s plots!

1. **Banned Products**

The following are strictly prohibited on the PTC Fair Centenary Park site:

.

No glass bottles, glasses or knives are to be sold.

Selling and displaying of counterfeit goods

No silly string.

**Drugs Policy**

We have zero tolerance to drug abuse.

We will refuse entry to anyone found bringing/suspected of bringing drugs into our events. We may involve the Police and we reserve the right to request you to be searched.

Refusal to comply will result in you being turned away.

Any person found using, supplying or in possession of illegal drugs will be ejected from the venue and the Police will be notified.

**4.Certificates / Public Liability Insurance**

PTC Events Team require copies of public liability insurance for all stall applications. Where applicable risk assessments are also needed.

Wherever stall holders intend to sell some sort of food then copies of Food Safety and Hygiene Certificates and risk assessments (where applicable) are needed. It is your responsibility to obtain your own insurance, **we will not be providing insurance.**

Please email copies of these to info@peacehaventowncouncil.gov.uk

**5. Car Parking Facilities for Stall Holders**

Stallholders will be able to access the site and set up from 8.30am onwards and must be ready by 10.30am. No cars are to be moved from the site until the end of the event. Only **ONE** car will be allowed on site per plot at any one time.

Parking facilities are located around the venue. **We ask you to provide your contact name, business name and proof of invoice** when entering the site**. Please remember to print bring your proof of invoice to the event!** On entering the site (*via Piddinghoe* *Ave),* you must travel within the 5mph speed limit and have your hazard lights flashing at all times while your vehicle is moving. You must be aware of pedestrians, bike riders and dogs while driving on site (the park is a public venue). Your allocated stall number will be given to you within 5 days of the event taking place and this will be communicated via email.

**The positioning of your stall is determined by the PTC FAIR EVENTS MANAGEMENT and will not be changed**.

Due to the number of people expected on site, no vehicles will leave the site until 4.00pm at the earliest.

**Stall Holder Vehicles**

**NO STALL HOLDER’S VEHICLE WILL BE ALLOWED TO ENTER THE SITE AFTER 9.30AM. ALL STALLS NEED TO BE SET UP BY 10.30AM READY FOR HEALTH AND SAFETY INSPECTION.**

**6. Litter Management**

Please ensure that your area is left clean and tidy. You should bag all litter generated by your stall; stallholders are responsible for their own waste and must either put litter in the skips provided by the venue or take it home with them. Charges will be made for any litter not disposed of appropriately.

Any rubbish generated by your unit must be contained away from the Public.

Litterbins provided by you must be emptied to prevent overflow and the rubbish contained away from the Public.

You as a stall holder are responsible for disposing of the litter within your stall space and will need to maintain the cleanliness of your space throughout the event.

Each stall will be inspected pre, during and post event to make sure that these standards are upheld. Each stall will be provided with one large bin liner but we would advise that stall holders bring additional waste bags.

**7. Power supply**

Diesel and LPG generators will be your responsibility and accepted on site providing they are earthed, all moving parts are properly guarded and any cables used do not constitute a tripping hazard. **Petrol generators are not acceptable under any circumstances and you will be asked to remove such generators from the site. Stalls using inappropriate equipment will be closed down and no reimbursements will be given.**

Your use of electrical equipment must not create a risk to the public or yourself. Cables must not create a tripping hazard.

Electrical equipment exposed to the weather should be protected by means of suitable and sufficient covers, enclosures or shelters and all electrical equipment should be located so that members of the public or unauthorised workers cannot touch it.

Electrical equipment should be tested and certified by a competent person.

Cables and sockets should be appropriate for intended use. Electrical equipment should be adequately guarded to avoid accidental contact by people or combustible material. High visibility cable covers must be used where cables cross public areas.

**Any carbon dioxide (CO2) cylinders on-site must be suitably secured (i.e. upright and secured to prevent toppling). All equipment must have relevant certificates and be described in your application form**

You are responsible for the Health and Safety of your employees and the public in the vicinity of your unit.

**If cooking, a suitable flooring surface must be provided e.g. board or lino. This is to protect the ground from oil, spillages and damage etc.**

**8. Security**

Although the PTC Fair Events Team will have security at the park, all goods and personal belongings remain the responsibility of the stallholders. PTC Fair is not responsible for any loss or damage. You are responsible for your own insurance cover.

**Event Staff**

There will be a number of Event Staff and volunteers on site during the day of the festival who are available to help with any problems or queries. All issues should be reported to a member of the Events Staff who can be found around site (wearing high-vis tabards) or at the PTC Information Tent.

**9. Damage to Centenary Park**

Appropriate disposal of all waste including oil is the responsibility of the stall holder. Ensure this is done safely. Any damage to Centenary Park site will be charged to the stall holder.

.

**10. First Aid & Toilet Facilities**

You are required to provide appropriate first aid equipment for yourself and your employees (commercial stall holders). Simple first aid facilities are provided on site from the Information tent. Obviously, if in an emergency an ambulance will be called.

In the event of an emergency, contact the Information Point. Staff/security will relay any information to Event Control.

There will be 3 standard and 1 disabled portable toilets available around the park; a further 2 standard and 1 disabled toilet available in the Gateway Café and a further disabled toilet will be available at the Hub building.

**11. Evacuation and Communication Protocol**

In the event of the need for part or full evacuation the reporting and actions procedure is detailed as follows:

If you see anything that warrants further investigation please contact one of the event staff; they will in turn contact the Police if not already on site.

**Some examples of potential risks**

* Unattended package/bag
* Individuals or groups hanging around money collection points being told by a member of public or staff team that there is reason for concern.
* Be extra vigilant when the public are entering site look out for suspect luggage.

In the case of a senior staff member issuing an evacuation protocol the procedure is as follows:

* An announcement will be made firstly by the MC in the Main Arena over the Public Address Systems
* It will state that we have a **SITE CODE ORDER.**

You will then need to evacuate the site to the nearest exit points in a calm manner. You will not have the time to pack your stall away.

PLEASE TAKE NOTE: SAFETY OF STAFF AND MEMBERS OF THE PUBLIC ARE OUR PRIORITY

**12. Lost Children**

The PTC Information Tent will be the lost children’s tent which can be found on site, a site map will be available at the event, and any lost or found children should be taken to the Lost Children’s tent. The child’s details will be taken and qualified and experienced staff will deal with the matter.

**13. Lost / Stolen Property**

Lost property that has been handed in can be found at the Information Tent. Details of any items that have been reported lost or found will be taken and kept on record at the Information tent. If you find that you have been a victim of theft or crime, report it to the nearest Police Officer, Events Team member or a Steward. Your details will be taken and the matter will be dealt with appropriately.

**14. Payments**

The fee for your stall can be worked out using the pricing details with the Information Officer (01273 585493). Once your stall has been approved you will be contacted with confirmation of your stall price and a request for payment through via debit/credit card or in person prior to the event. Should this be a problem you must contact 01273 585493 option 1 or [info@peacehaventowncouncil.gov.uk](mailto:info@peacehaventowncouncil.gov.uk)

Please note that traders found encroaching beyond the confines of the allocated space, and not complying with the requests from the PTC Fair Events Team, will be ejected from the site.

**15. How to get to Centenary Park?**

**Location:**

**Piddinghoe Avenue BN10 8RJ**

There will be parking available next to the site (the café end of Centenary Park) for visitors for £1 which equates to a day’s car park fee; this will be on a first come first serve basis.

Centenary Park (Piddinghoe Avenue) is located on the number 12 and 14 bus service from Brighton and Eastbourne. The nearest bus stop is situated at Mayfield Avenue.

**16. Complaints**

All complaints must be reported to the Information Tent. The person manning the tent will contact the event organisers and the complaint will be logged and dealt with in a manner appropriate to the nature of the complaint. You may also wish to log complaints to [info@peacehaventowncouncil.gov.uk](mailto:info@peacehaventowncouncil.gov.uk)

**17. Cancellation Policy**

Should you decide to cancel your stall for any reason or if the weather is particularly bad please note that stalls are non-refundable. PTC Fair Events Team has the authority to cancel the event due to bad weather at any stage before or during the event, no refund will be due.

**18.Payment**

All stalls should be paid for by Friday 14th June, for any questions regarding this please contact Karen Bray, [info@peacehaventowncouncil.gov.uk](mailto:info@peacehaventowncouncil.gov.uk)

General Data Protection Regulations – Any personal information such as name, postal address, telephone number, and email address given via this form will only be used to provide a requested service, kept for as long as necessary to provide that service and for any future events but will not be disclosed to any other third party without your prior permission or unless we are required to do so by law.

Please sign below to acknowledge that you fully understand and will adhere to the Terms & Conditions listed in this document and return to:

Deborah Donovan

Civic & Marketing Officer

Peacehaven Town Council

Meridian Centre, Meridian Way

Peacehaven East Sussex BN10 8BB

[civicandmarketing@peacehaventowncouncil.gov.uk](mailto:civicandmarketing@peacehaventowncouncil.gov.uk)

Name:

Signed:

E-Mail address:

Home/business

Address:

Contact No.

Type of stall.

General Data Protection Regulations – Any personal information such as name, postal address, telephone number, and email address given via this form will only be used to provide a requested service, kept for as long as necessary to provide that service and for any future events but will not be disclosed to any other third party without your prior permission or unless we are required to do so by law.

**This document confirms your booking, an invoice will be sent shortly.**